UNITED NATIONS

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Secretariat

ST/IC/1994/33
5 August 1994

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: ARRANGEMENTS FOR ADMISSION TO PREMISES, CATERING FACILITIES AND COMMERCIAL OPERATIONS FOR THE FORTY-NINTH SESSION OF THE GENERAL ASSEMBLY

1. The present circular describes the arrangements that will be in effect at Headquarters for the admission to premises, parking, traffic, catering facilities and commercial operations during the forty-ninth session of the General Assembly. It should be read in conjunction with administrative instruction ST/AI/387 of 10 September 1993 on security arrangements for admission to United Nations Headquarters.

Admission to the Headquarters buildings and access to restricted areas

2. Staff members, affiliates, accredited members of non-governmental organizations and the press will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card or laissez-passer. Staff members are reminded that, for security reasons, identification cards must be worn at all times in a clearly visible manner while inside the premises, in accordance with bulletin ST/SGB/259 of 2 July 1993. It is the responsibility of staff members to ensure that their identification cards are current. Expired cards will be replaced by the Pass and Identification Unit, room GA-100, upon presentation of an application obtained through the staff member's executive office. Staff members who have forgotten their identification cards will be directed to the Visitors' Entrance at 46th Street, and required to pass through the magnetometer. At the information desk located in the lobby of the General Assembly Building, a day pass can be obtained upon presentation of photo identification.

3. The second floor of both the General Assembly and the Conference buildings is reserved for members of delegations, staff conducting official business in the area and accredited members of the information media. Valid United Nations

identification will be required. Accredited photographers and television film crews must be accompanied by a Liaison Officer from the Media Accreditation and Liaison Unit of the Department of Public Information to the second floor restricted areas. Access to the North Lounge and the General Assembly Hall will be permitted only upon presentation of a restricted-area pass for the forty-ninth session of the General Assembly, together with a United Nations identification card. Restricted area passes will be issued by the Pass and Identification Unit, under arrangements made by the executive offices. Identification cards and restricted area passes are subject to verification by security officers and must be worn so that they are easily visible.

4. The South Lounge on the second floor of the Conference Building, exclusive of the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

5. Staff members are reminded of the existing security arrangements which require that all visitors on official business or invited guests who wish to gain access to the premises must enter through the Visitors' Entrance at 46th Street and then pass through the magnetometer prior to requesting admission to the Secretariat Building. At the information desk, the information assistant will verify the visit and clear the visitor or guest with the respective official. Following clearance, the security officer will issue a visitor's day pass. Visitors or guests will be required to submit to the security officer at the information desk personal identification bearing a photograph, which should be retrieved prior to departure from the building. Visitors and guests should be informed or reminded to bring photo identification in order to avoid inconvenience. During peak periods of the General Assembly, staff members are asked to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member visited to meet, accompany at all times and later escort guests back to the public area in the General Assembly lobby for exit. Staff members may not bring visitors through the Secretariat entrance. Guests of staff members will not be permitted to enter restricted areas.

6. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the conference rooms and General Assembly Hall upon presentation of their identification cards. On certain days, special arrangements may be in effect. During the period of the general debate, from 26 September to 14 October 1994, guided tours will be suspended on weekdays.

Traffic in the Secretariat Circle

7. Vehicular access through the Secretariat Circle will continue to be restricted to the vehicles of the permanent representatives of missions to the United Nations. No other vehicular access will be permitted. Staff members who normally meet family members or friends in the Secretariat Circle must make arrangements to meet them outside the United Nations premises. Staff members arriving and departing by taxi should be dropped off and picked up outside the 43rd Street entrance. Exceptions will be made for disabled persons upon appropriate certification by the Medical Service.

Parking

8. Parking in the garage will be limited to staff members in possession of a valid parking permit. A limited number of temporary permits may be issued to staff members upon written justification by the executive office and approval of the Garage Review Board if exigencies of the service require the use of a vehicle for transportation. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to security officers at entry points and while vehicles are on the premises. Vehicles not displaying a valid permit are liable to be towed off the premises for security/safety reasons. Car pools carrying passengers who are not in possession of valid United Nations identification will be required to discharge those persons before entering the service drive.

9. Vehicles other than those belonging to permanent representatives of missions to the United Nations will be required to enter/exit the garage via the 48th Street entrance. Vehicles may also exit through the 42nd Street entrance between 8 a.m. and 8 p.m., Monday to Friday. Traffic lanes on the service road and roadways in the garage must be kept free of vehicles to permit the movement of official motorcades.

Dining room, other catering facilities and commercial operations

10. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members wishing to eat in the Delegates' Dining Room are encouraged to make their reservations (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m. since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding valid United Nations identification cards or laissez-passers. From 19 September to 15 October 1994 reservations for private dinners or receptions will be accepted only from permanent missions or other United Nations bodies. The Ex-Press Bar may not be used for parties during the session of the General Assembly.

11. Staff members whose lunch hour is not determined by the schedule of meetings are urged not to use the cafeteria when it is most crowded, between 12.45 p.m. and 1.45 p.m. Alternatively, lunch facilities in the following areas may also be used: the Staff Café on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the Coffee Shop in the first basement of the General Assembly Building (visitors' area), the cafeteria on the third floor of the UNDC-1 Building and the cafeteria on the first floor of UNICEF House.

12. The hours of operation of the various facilities during the forty-ninth session of the General Assembly will be as follows:

20 September to 31 December 1994

Cafeteria (Secretariat Building - first floor)

Monday-Friday	8 a.m.-10 p.m.
Saturday	9 a.m.-5 p.m.

UNCA Club (Secretariat Building - third floor)

Monday-Friday	10 a.m.-4.30 p.m.

Staff Café (Conference Building - fourth floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building - third floor)

Monday-Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Monday-Friday	11 a.m.-7.30 p.m.

North Lounge (Conference Building - second floor)

Monday-Friday	(snack bar)	10 a.m.-5 p.m.
Monday-Friday	(bar)	11 a.m.-8 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Monday-Sunday	8.30 a.m.-4.30 p.m.

Viennese Bar (General Assembly Building - first basement)

Monday-Friday	10 a.m.-5 p.m.

UNDC-1 Cafeteria (third floor)

Monday-Friday	8 a.m.-4.30 p.m.

UNICEF Cafeteria (UNICEF House - first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-5.15 p.m.

UNPA Stamp Counter (General Assembly Building concourse - first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse - first basement)

Monday-Saturday	9.30 a.m.-5 p.m.
Sunday	10 a.m.-5 p.m.

Automobile Service Station
(South service entrance - third basement)

Monday-Friday	8.30 a.m.-5.30 p.m.

UNITED NATIONS

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Secretariat

ST/IC/1994/34
8 August 1994

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: FIRST DAY OF ISSUE: "POPULATION AND DEVELOPMENT" STAMPS AND SOUVENIR CARD AND DEFINITIVE STAMPS

1. On Thursday, 1 September 1994, the United Nations Postal Administration will issue a set of six commemorative stamps and a souvenir card on the theme "Population and development", to commemorate the International Conference on Population and Development to be held at Cairo from 5 to 13 September 1994.

Denomination:	29 cents	F.s. 0,60	S 5.50
Quantity:	590,000	535,000	650,000

Denomination:	52 cents	F.s. 0,80	S 7
Quantity:	540,000	535,000	650,000

COMMEMORATIVE STAMPS

2. The six stamps were designed by Jerry Smath, United States of America. They were printed in offset lithography by Joh. Enschedé, Netherlands, and each measures 42 mm x 26.1 mm, perforation to perforation (perforation: 13 1/4 x 13 3/4). The vertical sheets each contain 50 stamps.

(United States equivalents - F.s. 0,60: 50 cents, F.s. 0,80: 66 cents, S 5.50: 55 cents and S 7: 69 cents - subject to exchange-rate fluctuation.)

SOUVENIR CARD

3. The forty-sixth in a series of souvenir cards will also be released on 1 September 1994 to coincide with the "Population and development" issue. The card, also designed by Jerry Smath, depicts the six new stamps and carries a statement by United Nations Secretary-General Boutros Boutros-Ghali. A quantity of 78,000 cards were printed by Joh. Enschedé, Netherlands, in offset lithography. They will be available for a period of three months, while supplies last.

NEW DEFINITIVE STAMPS

4. Three new definitive stamps will also be issued on 1 September 1994. The stamps, in denominations of F.s. 0,60, F.s. 0,80 and F.s. 1,80, will be issued to meet current and make-up postage rates. The F.s. 0,60 and F.s. 1,80 are based on photographic views of the Palais des Nations, Geneva. The F.s. 0,80 stamp shows a detail of a tapestry titled "Creation of the World", by Oili Mäki, Finland, which was donated to the United Nations by the Wihuri Foundation of Finland. This tapestry hangs in the Palais des Nations.

F.s. 0,60

F.s. 0,80

F.s. 1,80

5. Mr. Rocco J. Callari, a United Nations staff member, adapted all three stamps. The stamps were printed in offset lithography by The House of Questa, United Kingdom of Great Britain and Northern Ireland, in an initial quantity of 1,075,000 each. The stamps measure 35.96 mm x 25.73 mm, perforation to perforation (perforation: 14). The vertical sheets will contain 50 stamps.

6. When the new F.s. 0,60 and F.s. 0,80 definitive stamps are placed on sale on 1 September, that will be the last day of sale of the 1970 F.s. 0,60 and the 1991 F.s. 0,80 definitive stamps.

(United States equivalents - F.s. 0,60: 50 cents, F.s. 0,80: 66 cents, and F.s. 1,80: $1.49 - subject to exchange-rate fluctuation.)

GENERAL INFORMATION

7. For the convenience of collectors, the United Nations Postal Administration at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachet ONLY.

8. Members of delegations and the staff may obtain the new stamps, souvenir card, and first day cancellations on Thursday, 1 September 1994, at the following locations:

(a) The United Nations Postal Administration sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

9. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate unseen thousands of people to the activities and goals of the United Nations.

UNITED NATIONS **ST**

Secretariat

ST/IC/1994/35
5 August 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS STAFF RELIEF COMMITTEE FOR REFUGEES FROM RWANDA

1. The fighting in Rwanda has resulted in what has been described as one of the worst humanitarian disasters of the century. More than 250,000 people have been displaced and thousands have already died. According to initial estimates, the cost of immediate relief will run into hundreds of millions of dollars.

2. With the approval of the Secretary-General, and the full support of the Staff Council, the United Nations staff at Headquarters have formed the United Nations Staff Relief Committee for Refugees from Rwanda. The Committee will organize a collection drive to assist those affected. Mr. Peter Hansen (Department of Humanitarian Affairs) is Chairperson of the Committee, with Mr. Benon Sevan (Office of Conference and Support Services) as Vice-Chairperson, Mr. Joseph Verner Reed (Special Representative of the Secretary-General for Public Affairs) as Secretary, Ms. Angela King (Office of Human Resources Management) as Treasurer and Mr. James Ngobi (Department of Political Affairs) and Mr. Mohamed Oummih (Staff Committee) as members.

3. On Tuesday, 16 August 1994, contributions in cash will be collected by authorized staff members on behalf of the Committee. All proceeds will be donated through an appropriate relief agency.

4. Contributions may also be made by cheque payable to the United Nations Staff Relief Committee for Refugees from Rwanda and addressed to the Treasurer, Ms. Angela King, room S-2427A.

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UNITED
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Secretariat

ST/IC/1994/36
11 August 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: WORKING HOURS*

1. From Tuesday, 20 September 1994, until the last day of the forty-ninth session of the General Assembly, the normal working hours at Headquarters will be 9.30 a.m. to 6 p.m., as provided in staff rule 101.2 (a).

2. Heads of department or office may authorize an alternative schedule of 9 a.m. to 5.30 p.m. for staff of their department or office, or of any major division, if this is more suitable to meet the needs of that particular service. Essential services must be maintained at all times to fulfil the meeting requirements of the General Assembly.

3. From the day following the last day of the forty-ninth session of the General Assembly, the normal working hours will be 9 a.m. to 5 p.m. or 9.30 a.m. to 5.30 p.m., as the case may be, until further notice.

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* Personnel Manual index No. 1230.

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